

STATE OF WISCONSIN
DEPARTMENT OF HEALTH AND FAMILY SERVICES
DIVISION OF MANAGEMENT AND TECHNOLOGY
BUREAU OF FISCAL SERVICES

ACCOUNTING POLICY

TOPIC: Section 12--Travel 1.3	EFFECTIVE DATE: 3/24/83
TITLE: Special Eligibility for Reimbursement of Meal Expense	REVISION DATE: 4/17/98
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BACKGROUND

The *DHFS Supervisor's Manual*, Chapter 228.2 C3a(2) provides the following criteria for reimbursement of meal expenses:

Breakfast - the employee must leave from the office or, if going direct, from home before 6:00 a.m.;

Lunch - the employee must leave the headquarters city before 10:30 a.m. and return after 2:30 p.m.;

Dinner - provided the employee returns after 7:00 p.m.

NOTE: "These time periods will be modified to the extent necessary to provide equitable treatment to employees whose work schedule requires shift work on other than a day shift basis."

Specific guidelines should be established for determining reimbursement eligibility for other than day shift employees. Reimbursement criteria must also be established for meal expense incurred by employees when required to control residents (inmates, patients, etc.) away from institutions at any time. In such situations, employees are expected to pay for the resident's meal and should be reimbursed for that and their own meals.

POLICY

Procedures established herein convert the meal reimbursement eligibility time restrictions for regular day shifts to other scheduled shifts. Staggered or flex time hours and deviated work weeks do not qualify as other scheduled shifts.

Meal expense for resident and employee incurred at any time by employees controlling residents away from any DHFS institution will be reimbursed if they comply with the following criteria:

1. The employee paid for the resident's meal because the resident could not be returned to the institution during the period a meal is being served.

2. The employee's supervisor directed the employee to accompany the resident and maintain control while away from the institution.
3. The meal expense was incurred outside of the headquarters city (15 mile radius of the employee's permanent work site). Any exception to the headquarters city condition requires prior written approval by the Division Administrator per authority delegated in **BUSINESS STANDARDS 5.0 (Delegation of Authority)**.

PROCEDURES

1. To claim a lunch (mid-shift or noon meal) that does not qualify under the 10:30 a.m. - 2:30 p.m. limitation, the travel voucher of the shift worker must indicate the beginning and ending time of the shift and the regularly scheduled lunch period.
2. If the employee has a paid lunch period, lunch expense may be claimed if the employee leaves the headquarters city one hour and fifteen minutes before the start of the lunch period and returns two hours or more after the end of the lunch period.
3. If the employee has a paid lunch period and works an eight hour shift, lunch expense may be claimed if the employee leaves the headquarters city one hour and fifteen minutes before the mid-point of the shift and returns later than two hours before the end of the shift.
4. Regular travel vouchers will be used by employees to claim reimbursement for meal expenses while controlling residents of any institution.
5. The supervisor of any employee who claims meal reimbursement under item 4 will be responsible for ensuring compliance with relevant criteria.

REFERENCE

DHFS Supervisor's Manual, Section 228.2 C3a(2).
BUSINESS STANDARDS 5.0 (Delegation of Authority)

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